



Sports Graduate

Purpose of the job:

To assist within the PE department for the fixed period September 2023 to July 2024.

Leicester Grammar School is able to provide an ideal training and development opportunity for a graduate looking to progress into a sports or education related role. The successful candidate will have a degree-level qualification in a relevant subject, coaching experience and an interest in working within a school environment for pupils aged 11 to 18 years of age.

Key Responsibilities

- Coach and assist with PE lessons, games and extra-curricular sporting activities throughout term time for pupils of all ages and abilities, across a wide variety of different sports and disciplines
- Referee/umpire, coach and/or assist in the smooth running of school fixtures
- Ensure the Fitness Suite is kept clean, tidy and machines are in working order, reporting and faults or damage to equipment
- Regularly input and maintain the school's data on fixtures and results
- Assist with fixture communications with parents
- Promote professional standards of punctuality, presentation, discipline and sportsmanship with all pupils, taking appropriate action where necessary
- Assist the Head of PE/Lead PE teacher with administrative tasks, as required
- Assist in the development of resources and share best practices with colleagues
- Assist with the theory and practical elements of academic PE lessons
- Assist in the upkeep of all sporting facilities and equipment
- Prepare equipment and team lists for away fixtures
- Ensure the safe set up of sports equipment and that areas are left in good condition
- Ensure equality of pupils regardless of ability, age, class, culture, disability, faith, gender, race or sexual identity
- Regularly update school's social media channels throughout the term to celebrate sports in school
- Ensure that the school's Health and Safety policy is implemented
- Support and contribute to the school's responsibility for safeguarding pupils
- Lead and conduct oneself in an exemplary manner from a child protection point of view.

Leicester Grammar School Trust

Registered Office: London Road, Great Glen, Leicestershire LE8 9FL
Telephone: 0116 259 1900 www.leicestergrammar.org.uk

Leicester Grammar School Trust is a company limited by guarantee, registered in England and Wales (no. 1521751) and a registered charity (no. 510809)



Additional Duties

- Support the aims and objectives of the Leicester Grammar School Trust, in line with all school policies and as detailed in the employee handbook
- Maintain personal resilience and well-being as a key to supporting others
- Work in accordance within current safeguarding and schools' guidance and legislation
- Use excellent organisational skills and interpersonal and communication skills to manage own workload and build relationships
- Be committed to Leicester Grammar School Trust's vision and ethos

Person specification

Essential Qualifications, Experience and Skills

- Have a good honours degree in a relevant subject
- Have experience in coaching/teaching sport to children
- Ability to build strong working relationships with pupils, other professionals and parents
- Ability to communicate effectively and appropriately with a range of audiences, such as pupils, colleagues and parents
- Possess excellent time management and organisational skills
- Demonstrate the ability to follow instructions, policies and procedures

Desirable Qualifications, Experience and Skills

- Have good ICT skills, and the willingness and ability to learn new systems, as required by the post
- Ability to update school's social media channels throughout the term to celebrate sports in school
- Demonstrate commitment to your own professional development
- Be able to demonstrate and promote positive values, attitudes and behaviour with young people
- Demonstrate the ability to manage conflicting demands
- Have an understanding of safeguarding

Personal Qualities

- Have an enthusiasm for Sport
- Be proactive, seeking new ways to be creative and inspire our pupils to engage in sport
- Show willingness to work flexibly according to the fluctuating demands of the role
- Have confidence to act on own initiative where appropriate
- Model and promote good manners and an understanding of the needs of pupils of all abilities
- Have a positive and enthusiastic outlook
- Demonstrate the ability to work as part of a team and collaboratively across the school
- Demonstrate excellent interpersonal skills

Above all, the successful candidate will have an infectious enthusiasm for the value and relevance of Sport in young people's lives.

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Please note this job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Leicester Grammar School Trust in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.

Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with professional references.

Hours and Benefits

Start Date	September 2023
School	The normal place of work is Leicester Grammar School however, travel to and work at Leicester Grammar Junior School or LGS Stoneygate, located within one mile, may be required
Working Hours	Five days per week during term-time, plus one week of INSET days (35 working weeks per year).
Salary	£14,440 for the eleven months of this contract of employment, which includes holiday pay
Lunch	School lunch is provided during term time and Inset days
Pension	The Trust offers membership of a pension fund operated by Standard Life. For eligible employees, employer contributions equivalent to 6% of salary will be made in return for contributions by the employee equivalent to 3% of salary
Education	Fee remission for the children of our staff is available at all schools across the Trust.
Car Parking	Free car parking is available at the school site

Application Details

Interested candidates are advised to apply early as we reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

On the role specific page there is an 'Apply now' button which will take you into the online application process.

The closing date for applications is 9a.m. on 7 February 2022. Interviews are planned for the following week.

Leicester Grammar School Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Applicants must undergo safer recruitment checks, including checks with past employers, online searches and the Disclosure and Barring Service (DBS). This role involves engaging in regulated

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activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children.

If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Please refer to the Data Privacy Notice and Annexes on the Policies page of the school's website for the Data Privacy Notice for individuals applying for work within Leicester Grammar School Trust (Annex 3).

Equal Opportunities

Leicester Grammar School Trust takes very seriously its duty to safeguard children, to remove discrimination, to advance equality of opportunity and to foster positive and caring relationships, by integrating safety and equality into each school's core priorities and functions.

We welcome applications from all sectors of the community as we aspire to attract staff who reflect the social and cultural diversity of our pupils. We consider the most important factor to be the right skills, abilities and aptitude for the job which will ultimately improve the education and well-being of our pupils. We also encourage applications from staff at all stages of their career, and regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships.

